

TABLE OF CONTENTS

PURPOSE	8000.1
AUTHORITY	8000.1
POLICY SUMMARY	8000.1
INSPECTION PROCEDURES.....	8000.2

PURPOSE

To provide the State's policy regarding the disclosure of eligible lists created as a result of civil service examination processes.

The State's civil service selection system is an open system, administered to facilitate competition from all interested applicants and candidates. The State Personnel Board is charged with overseeing the State's decentralized selection system. It is the intent of the State Personnel Board to foster consistent and equitable selection practices in State agencies and departments conducting civil service examination processes.

AUTHORITY

Constitution of the State of California, Article VII, Section 1 (b)

In the civil service permanent appointment and promotion shall be made under a general system based on merit ascertained by competitive examination.

Government Code Sections

18500(c)

18900(a)

POLICY SUMMARY

Eligible lists created as a result of civil service examination processes conducted on open and/or promotional bases shall be available for inspection for a minimum of 30 calendar days following the date of notification of final examination results to candidates. Merged eligible lists created under a program of continuous testing shall be available for inspection for a minimum of 30 calendar days following the date of notification of final examination results to candidates. For those eligible lists which are merged on a basis more frequent than monthly (e.g., daily, weekly), a copy of the merged eligible list shall be generated on a monthly basis and shall be available for inspection for a minimum of 30 calendar days.

Eligible list inspection shall consist of the inspection of final examination results as documented by the names, final scores, and ranks of those candidates successful in the examination process. Inspection of a merged eligible list shall include inspection of the final examination results for all examination administrations comprising the current merged eligible list.

**POLICY SUMMARY
continued...**

Inspection opportunity shall be provided to anyone interested, including those candidates competing successfully in the examination process, those candidates unsuccessful in the examination process, as well as any member of the public.

Eligible lists shall be available for inspection during normal business hours at each agency/department's headquarters testing office. Agencies and departments that operate regional testing offices, in addition to a headquarters testing office, may choose to allow for the inspection of eligible lists at such regional testing offices.

**INSPECTION
PROCEDURES**

Each agency and department shall be responsible for developing specific procedures to allow for the required inspection of eligible lists. Departmental inspection procedures may provide for, but are not limited to, the following means of inspection:

- the availability of eligible lists for review at testing offices
- the physical posting of eligible lists at testing offices
- the distribution of eligible lists to various work sites and locations to be made available or posted for review

Departmental inspection procedures should be developed to meet departmental needs, as well as comply with established policy.